

**SECRET**

*RAA - Records Prog.  
Rec. Mgmt.*

Approved For Release 2002/06/05 : CIA-RDP78-00433A000100060025-9

*Records - ~~Dept~~  
Schedule*

9 March 1970

**MEMORANDUM FOR THE RECORD**

**SUBJECT: Destruction Inactive CIA Cable Reference File  
(Paper Copies)**

**REFERENCE: Memorandum fr Cable Secretary to DDS dtd 2 Dec 69;  
reply from [ ] Chief, Support Services Staff,  
DDS, dtd 12 Feb 70; Memo for Record 2 Mar 70.**

1. [ ] and I discussed on 6 March 1970 the problem centering around my request for authority to destroy paper copies of cables after such copies were microfilmed. It developed that an integral part of the problem was our classification of the microfilm as a permanent record, and it would seem that if in fact the file is permanent, then authority to destroy the paper copies is in doubt. If the file could be termed temporary, then the problem could be approached differently and the authority for destruction could be based on a different criterion. Since the period of retention requested by DDP was 60 years, it would appear that we could classify the file as temporary.

2. It was agreed that:

a) [ ] CIA Cable Reference File, dtd 9 July 1969 would be submitted for revision to change the description of the file from permanent to "temporary to be retained for 60 years and reviewed prior to destruction."

b) If the revision [ ] is approved, the Cable Secretariat would submit for approval a Form 829, Vital Records Schedule, which would provide for the retention of paper copies until microfilmed after which they would be destroyed. The Form 829 would also provide for retention for 60 years of the microfilm files at which time the microfilm files would be reviewed and a decision made to retain for a longer period or to destroy.

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c) [ ] will take steps to obtain from GSA National Archives an interpretation of existing authority to destroy paper copies of microfilmed cables now and in the future, and if such authority is lacking or is in any way inadequate, new authority will be requested. In this connection, I noted that should our records remain classified as "permanent" and the existing authority be cited as being sufficient to authorize destruction of the paper copies, (which I do not think would be satisfactory to me) I felt a decision or interpretation by the General Counsel might be in order. Since we do not envision at the moment any difficulty in reclassifying the file as temporary, this matter was not discussed at length.

d) Meanwhile, microfilming by the Cable Secretariat will continue but no copies will be destroyed pending receipt by the Cable Secretariat of approval to do so reflected in a Form 829.

3. It is understood that [ ] will ask PSD to obtain certification 25X1A that their film stock and microfilm processing meets the Federal standards.

[ ]  
Cable Secretary

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